

ADOPT-A-ROAD

A program of the King County Road Services Division

Volunteer agreement and code of conduct

Locator # _____

The King County Department of Transportation Road Services Division, herein after called the "Department" and _____, hereinafter called the "Volunteer Group", are entering into this Agreement to permit the Volunteer Group to contribute toward the effort to control litter and enhance roadside and neighborhood appearance.

The Department does hereby authorize the Volunteer Group to participate in the **ADOPT-A-ROAD Program** by picking up litter, and conducting other enhancement work if specified, within the assigned section of road. By signature below, the Volunteer Group Leader acknowledges awareness that the safety of volunteers is of primary importance and agrees to the following terms and conditions.

The Volunteer Group does hereby agree to:

1. Pick up litter a minimum of two times per year for a period of two years. Additional cleanups may be done as necessary to maintain a neat appearance.
2. Reserve safety kits containing clean-up supplies and materials from the ADOPT-A-ROAD program staff two weeks in advance of the clean up and pick-up the kits during regular business hours.
3. Conduct activities with safety in mind and comply with the "**ADOPT-A-ROAD Safety Rules**" (attached to this Agreement and incorporated by reference) and any other conditions that may be required by the Department.
4. Designate a Volunteer Group Leader, who has viewed the safety training video and will have a copy of the "ADOPT-A-ROAD Safety Rules" with him/her while working on the roadside.
5. Instruct each volunteer in the "ADOPT-A-ROAD Safety Rules" before participating in roadside activities. This may be done using the safety training video or by reviewing the written safety rules with volunteers.
6. Ensure that each volunteer signs a Volunteer Informed Consent/Release form prior to their participation in each cleanup.
7. Leave filled trash bags by the roadside for pickup and disposal by the Department and provide the ADOPT-A-ROAD program staff with the specific location of the filled trash bags.
8. Provide the Department copies of the Completion Form and Consent/Release agreement with names and signatures of individual Volunteers in the cleanup within seven calendar days following each and every clean-up activity.
9. Return to the Department in good condition the safety kits, advance warning signs and unused trash bags furnished by the Department within two business days following each use. Abstain from use of county equipment/resources for personal use.
10. Report any injuries incurred by volunteers during cleanup activities to the ADOPT-A-ROAD program staff within two working days of the injury.
11. Adhere to all county rules and policies (including the Workplace Violence Prevention Policy, Nondiscrimination and Anti-Harassment Policy and Procedures, and the King County Code of Ethics) and comply with all federal, state and local laws, including King County Code 3.12.400 governing the administration of county volunteers.
12. Not to accept tips, meals, or otherwise accept payment for volunteer work or use the volunteer position to obtain special consideration of any type.
13. Treat other volunteers, members of the public, and county employees with respect and dignity.

If, in the sole judgment of the Department, the Volunteer Group is not meeting the terms and conditions of this agreement, the Department may terminate the adoption Agreement immediately and remove the group's ADOPT-A-ROAD signs.

The Department does hereby agree to:

1. Provide a safety training video and list of safety rules (attached) to the Volunteer Group Leader prior to the first cleanup.
2. Furnish the Volunteer Group with safety equipment and trash bags for Volunteers to use during cleanup activities.
3. Remove the filled trash bags.
4. Assist the Volunteer Group, in cleaning up litter and/or debris under unusual circumstances (i.e., when large, heavy, or hazardous items are found).
5. Furnish and install an ADOPT-A-ROAD sign(s) with the Volunteer Group name or acronym displayed at the assigned area following completion of the first clean-up event.
6. Coordinate, at its discretion, publicity efforts with the Volunteer Group to solicit local media coverage.



Department of Transportation
Road Services Division

King County **ADOPT-A-ROAD Program**

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Rev 10/09

Other Considerations, Terms, and Conditions:

Volunteers shall be 18 years of age or older unless prior approval is granted by the Department as indicated below.

Minors age _____ and above may participate in clean-up events: _____ YES _____ NO

If participation of minors is approved, one supervising adult must be present for every four minors during cleanup events.

Volunteers under the age of eighteen must have a Minor Participation Permission form completed and signed by a parent or guardian prior to participation in the program. The Volunteer Group Leader shall collect and keep these forms on file.

It is recommended that the Volunteer Group have at least one person on the crew with a valid First Aid Card during Clean-up activities.

It is also recommended that the Volunteer Group have a cellular phone or radio on site in case of emergency.

Recycling is an accepted and encouraged activity. Volunteer groups are responsible for taking recyclable materials to transfer stations.

The Department is authorized to suspend this Agreement temporarily if road maintenance and/or construction is required within the limits of the assigned area. Once these activities have been completed the Volunteer Group will be notified and the Agreement restored.

This Agreement is not assignable or transferable, either in whole or in part.

The term of this Agreement shall commence on: _____, and shall be renewed every two years unless terminated by the Department or the Volunteer Group. Upon termination of this Agreement, the ADOPT-A-ROAD sign(s) shall be removed and remain the property of the Department.

VOLUNTEER GROUP INFORMED CONSENT/RELEASE:

On behalf of _____, Volunteer Group, I have read the terms and conditions for participation and reviewed the ADOPT-A-ROAD safety training video, and I agree and acknowledge the following:

- 1) Volunteers in this program are under the control and supervision of our group and not King County. Our organization will evaluate all Volunteers to determine that they are suitably responsible individuals who will abide by the ADOPT-A-ROAD Safety Rules and use due care and caution while participating in this cleanup program.
- 2) Each Volunteer will be instructed in the ADOPT-A-ROAD safety rules prior to participation in the program.
- 3) The Volunteer Group Leader will conduct a safety briefing for all volunteers prior to each cleanup event.
- 4) Volunteers recognize that this program will expose them to traffic along roadways, as well as other potential hazards. It is the Volunteer Group's responsibility to provide the Department with a copy of the ADOPT-A-ROAD Volunteer Informed Consent/Release form with names and signatures of individual Volunteers in the cleanup within seven days following each and every work activity.
- 5) The Volunteer Group and its volunteers, collectively and individually, agree to release and forever discharge King County, its officers and employees from all claims, action, or damages of every kind and description which may accrue to or be suffered by any volunteer by reason of their participation in the ADOPT-A-ROAD Program or any of its activities in which they participate.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR VOLUNTEER GROUP, AND CONSENT TO ITS TERMS.

VOLUNTEER GROUP LEADER**KING COUNTY**

Signature

Date

Signature

Date

Print Name

Print Name

Road Services Division

Organization

Organization